



## **JOB DESCRIPTION**

Title: **TAC/OFFICE SPECIALIST**  
Department: Police  
Class Code: 6682  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2006 (Rev. 07/2008)  
Grade Number: 14

### **GENERAL PURPOSE**

Under general supervision of an Administrative Superior performs intermediate level secretarial duties in the Police Department. Responsible for and oversees the department's use of the Utah Criminal Justice Information Systems (UCJIS) files.

### **EXAMPLE OF DUTIES**

- \*-- Ensures that background checks are being performed on the appropriate personnel and that fingerprint cards are done on anyone that will have access to UCJIS information.
- \*-- Creates and deletes logons for all UCJIS users; ensures that users understand and sign the Operator Security Agreement, creates a new logon for the new users and has the Bureau of Criminal Investigation (BCI) add the user for access to UCJIS. Assigns passwords and pin numbers required by user.
- \*-- Creates and maintains a training and testing record for all operators. Responsible for writing new tests for all users once a year on Driver License files, Motor Vehicle files, Triple I files, NCIC files, NLETS files, Statewide Warrants files, System Security and Utah Criminal History files.
- \*-- Performs in-house audits weekly to include conducting regular checks of operators making sure that all policies and procedures are being followed.
- \*-- Responsible for all entries made in the National Crime Information Center (NCIC) files and maintaining file cards on each entry.
- \*-- Responds to all NCIC hits on entries made by Murray Police Department in the time frame required by the FBI.
- \*-- Runs background checks and takes photographs for bar cards as needed.

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- \*-- Attends TAC conference yearly and trains all users regarding UCJIS system changes and new transactions covered at the conference.
- \*-- Takes and types minutes of various meetings; may take dictation and prepare reports and correspondence; files important materials for future use.
- \*-- May prepare monthly and quarterly reports, and statistical information; may be responsible to pay bills for the operation of various offices.
- \*-- May perform some function specific to the department such as mapping, issuing building permits, drafting agendas, preparing various legal documents, etc.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High School graduation with course work in typing, filing, and general office procedure and three (3) years of related work experience, with one (1) year as an Office Specialist II, plus six (6) months of TAC/UCJIS and word processing experience (I.B.M. System AS400 desired and Word Perfect for Windows preferred), OR any equivalent combination of education and experience.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 55 net words per minute or better.

### Special Requirements

- None.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of general office practices and procedures; considerable knowledge of the proper use of grammar punctuation and spelling; working knowledge of the department and the basic functions it performs.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.